**Global Laboratory Leadership Programme**

*Country name and year*

**Acceptance letter**

Date: *day, month, year*

From : GLLP implementation team

To : *XXX*

Subject : Notification of acceptance to serve as an instructor in the GLLP in *Country name*

Dear *XXX*,

In reference to your application for the enrollment in the Global Laboratory Leadership Programme (GLLP) as an instructor, and following evaluation by the Selection Committee, we are delighted to inform you of your acceptance.

The GLLP will be delivered in *Country name* from *day, month, year* to *day, month, year*.

You will be required to be present at *venue* during from *day, month, year* to *day, month, year*

to work on adaptation of the materials.

You will be participating in the delivery of the material for the following topics:

* *Topic 1, dates*
* *Topic 2, dates*
* *Topic 3; dates*

An online session will be organized for introduction for which you will be asked to participate. The GLLP kick-off meeting will be on *day, month, year* from *XX:XX* to *XX:XX, XX* time.

Congratulations on your selection and wishing you a successful course!

Best regards,

GLLP implementation team